



**Ministry of Labour**

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## **e - Forms User Manual ( Modify Work Permit )**

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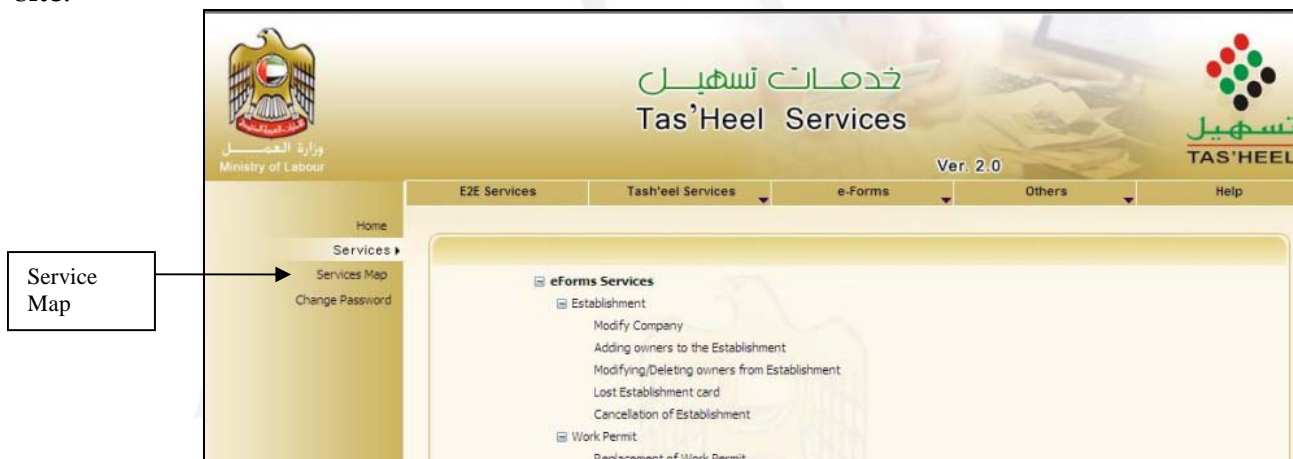
## Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

### Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



**Eg.** If a user needs to type a Modify Company form then he / she should click on Establishment and then click on Modify Company.

### Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.



**Eg.** If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and then choose Sponsorship Cancellation.

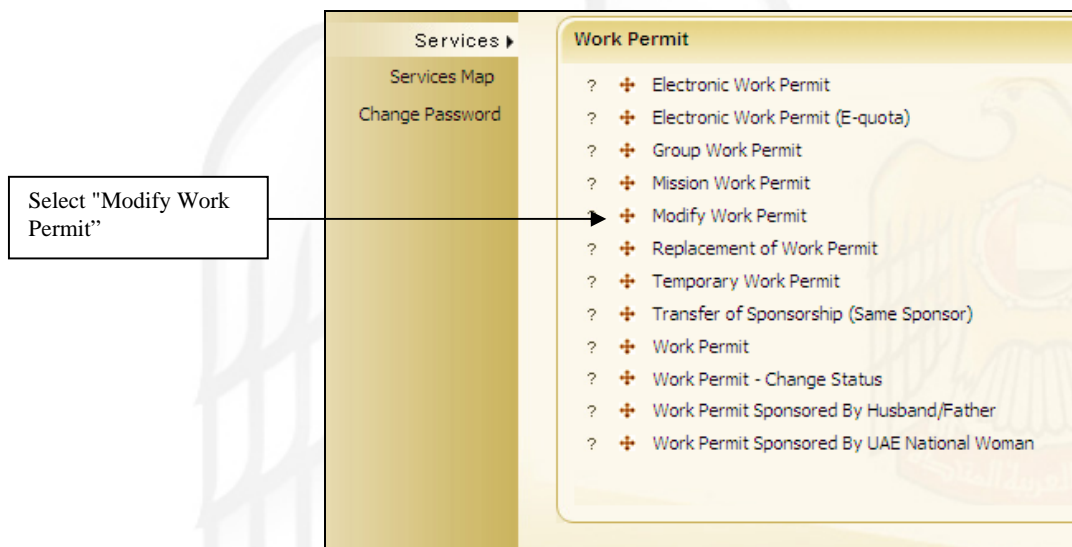
## Modify Work Permit

### Introduction

Modify work permit service is used to modify work permit information of an applicant in Ministry of Labour.

### Functional Description

- Click on "Temporary Work Permit".



- Enter company code, Work Permit No. and press "GO".

The screenshot shows a form titled 'Company Information'. It contains two input fields: 'Company Code' with the value '598939' and 'Work Permit No.' with the value '45132075'. A 'Go' button is located to the right of the 'Work Permit No.' field.

- On clicking "GO" a form is displayed that needs to be completed.

Modify Work Permit					
UserName: RAFITEST			Date: 16/06/2011 12:00:38		
<b>Company Information</b>					
Company Number	598939	2-B	License No	1005597	Expiry Date
Company Name	PEMBINAAN SPK SDN BHD- ABU DHABI				
PO Box	109942	Emirate	Abu Dhabi	Labour Office	Abu Dhabi
<b>Employee Information</b>					
Card Number	45132075	Issue Date	18/04/2011	Expiry Date	17/06/2011
Card Type	Work Permit				
Person Name	SHORIFUL ISLAM ARSHED ALI				
Passport Number	B 0056578	Expiry Date	22/09/2017		
Nationality	BANGLADESH				
<b>Person Information *</b>					
Person Name(Arabic) *	<input type="text" value="شريف الاسلام ارشيد علي"/>				
Person Name(English) *	<input type="text" value="SHORIFUL ISLAM ARSHED ALI"/>				
Birth Date *	<input type="text" value="02/08/1982"/>	<input type="text" value="12"/>	Gender *	<input type="text" value="MALE"/>	
Nationality *	<input type="text" value="207"/>	<input type="text" value="BANGLADESH"/>	Previous Nationality *	<input type="text" value="207"/>	<input type="text" value="BANGLADESH"/>
Country of Birth *	<input type="text" value="207"/>	<input type="text" value="BANGLADESH"/>	Passport No *	<input type="text" value="B 0056578"/>	
Birth Place(Arabic) *	<input type="text" value="ميهرپور"/>		Birth Place(English) *	<input type="text" value="MEHERPUR"/>	
Passport Issue Date *	<input type="text" value="22/09/2007"/>	<input type="text" value="12"/>	Passport Expiry Date *	<input type="text" value="22/09/2017"/>	<input type="text" value="12"/>
Passport Place (Arb) *	<input type="text" value="جيسپور"/>		Passport Place (Eng) *	<input type="text" value="JESPPOR"/>	
Country Of Issue *	<input type="text" value="207"/>	<input type="text" value="BANGLADESH"/>	Marital Status *	<input type="text" value="6"/>	<input type="text" value="UNSPECIFIED"/>
Religion *	<input type="text" value="1"/>	<input type="text" value="MUSLIM"/>	Faith *	<input type="text"/>	
Education *	<input type="text" value="2"/>	<input type="text" value="READ &amp; WRITE"/>			
Mother Name(Arabic) *	<input type="text"/>				

- Fields with (\*) are mandatory and needs to be filled.
- Modify the information that needs to be changed.
- Enter contact information of the person who should be contacted in future for any reference.
- Enter contact person ID type and ID number.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.
- Scan and Attach the Applicant's Photo

- After scanning, click on "Save" to save the transaction. (Please note the save button will not be active till all the necessary documents are scanned and attached).
- After save, you will be diverted to payment gateway where payment for the transaction should be made.

**Company Information**

Company No. / رقم الشركة	235444	License No. / رقم رخصة	2-A	233842	Expiry Date / تاريخ انتهاء	21/03/2011
Company Name / اسم الشركة	GLOBAL INFORMATION TECHNOLOGY L.L.C / الشركة العالمية لتكنولوجيا المعلومات					
PoBox / صندوق البريد	7982	Emirate / الإمارة	Dubai / دبي	Labour Office / مكتب العمل	Dubai / دبي	

**Payment Details**

Transaction Id / رقم المعاملة: MB110101842AE

**Eservice Details**

Service Description / وصف الخدمة	Service Amount / مبلغ الخدمة	Service Quantity / عدد الخدمات
G1 test payment	1	1
G1 test payment testing	2	1
Amount to be Paid / المبلغ المطلوب دفعه	3	

**Payment Method**

Payment Type / نوع الدفع: G1 Online

Submit / إرسال

- Select the mode / method you want to pay with.
- Federal fee is paid through Ministry of Finance gateway.
- Typing fee is paid through CBD gateway.
- On completion of payment you will receive a receipt which needs to be given to the customer.

**MB090096F2AE**

التاريخ : 09/03/2011  
مكتب عمل : دبي  
اسم الشركة : الشركة العالمية لتكنولوجيا المعلومات  
نوع الخدمة : اختبار نظام العمل الإلكتروني

This is sample test for electronic work permit.  
في حالة دفع بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وتدمر أوراقه  
قد تصل إلى 10,000 درهم كعقوبة التأديب.

**Note**  
Application with wrong information will be cancelled and dealt as per sanction of law. Fines up to 10,000 AED per application may be imposed.

- تعليمات وإرشادات -

هذا نموذج اختبار لنظام العمل الإلكتروني.  
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قد تصل إلى 10,000 درهم كعقوبة التأديب.

Medical Fitness Certificate Should be attested by either ministry of health or the local health department belongs to the emirate. Certificates attested by private clinics or hospitals will not be accepted starting from 01/01/2007.

يجب تصديق شهادة اللياقة البدنية من قبل وزارة الصحة أو الإدارة الصحية المحلية التابعة للإمارة. وشهادات الأطباء الخاصة بالعيادات والمستشفيات لن تقبل اعتباراً من 01/01/2007.